

OFFICE OF TRAINING

SCHEDULE OF COURSES

January - June 1968

Changes will be announced in OTR Bulletins
or in Special Bulletins.

Additional copies of the Schedule of Courses
may be obtained from the Admissions and
Information Branch, Registrar Staff, OTR,
extension 2365 or 2896.

December 1967

Office of Training

Schedule of Courses

January through June 1968

Administrative Procedures 1 week - Full time.

5 - 9 Feb. 3 - 7 June
25 - 29 Mar. 24 - 28 June
15 - 19 Apr.

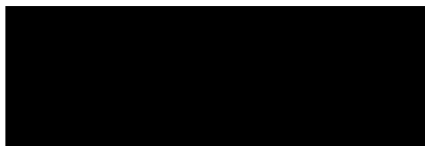
ADP Orientation 3 days - Full time.

30 Jan - 1 Feb 30 Apr - 2 May
27 - 29 Feb 11 - 13 June
2 - 4 Apr

Advanced Management (Planning) 5 1/2 days - Full time.

14 - 19 Jan
17 - 22 Mar
19 - 24 May

25X1A



2 - 3 weeks - Full time.

Basic Country Survey: USSR

2 weeks - Full time or
3 weeks - Part time.

22 Apr - 3 May

Briefing Techniques

See Intelligence Briefing.

Challenge of Worldwide Communism
(for CTs)

3 weeks - Full time.

29 Jan - 14 Feb 18 Mar - 5 Apr
14 Feb - 1 Mar 6 - 24 May

25X1A



2 weeks - Full time.

5 - 16 Feb 10 - 21 June
8 - 19 Apr

China Familiarization

1 week - Full time.

22 - 26 Jan

~~8-12 Apr~~ cancel

13-17 May

2 weeks - Full time.

13 - 24 May

Operations

2 weeks - Full time.

1 week - Part time.

4, 6, 8, Mar

1 week - Part time.

4-12 Apr. (CIS ONLY)

20-24 May

2 days - Full time.

6 - 7 May

9 days - Full time.

27 May - 7 June

Clerical Refresher

4 weeks - Part time.

8 Jan - 2 Feb

22 Apr - 17 May

12 Feb - 8 Mar

27 May - 21 June

18 Mar - 12 Apr

Communist Party Organization and Operations

4 weeks - Part time.

29 Jan - 16 Feb

Conference Techniques

Not Scheduled.

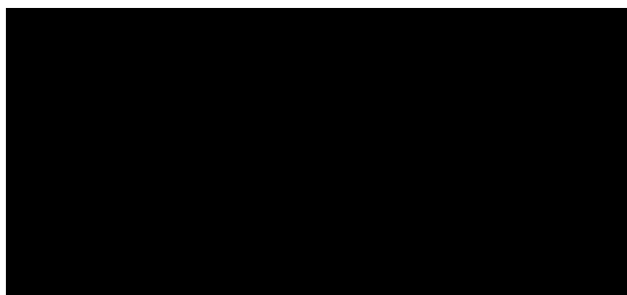
8 days - Full time.

19 Feb - 1 Mar

17 - 26 June

22 Apr - 1 May

25X1A



3 weeks - Full time.

6 - 24 May

3 1/2 days - Full time.

9 - 12 June

Effective Speaking (at NPIC)

12 weeks (27 hrs) - Part time
(one session a week).

14 Feb - 24 Apr

Field Finance and Logistics

3 weeks - Full time.

29 Jan - 16 Feb

18 Mar - 5 Apr

20 May - 6 June

Geography of the USSR

Not Scheduled.

Headquarters Desk for CTs

2 weeks - Full time.

1 - 12 Apr (Includes CS Records)



25X1A

3 weeks - Full time.

8 - 26 Jan

26 Feb - 15 Mar

8 - 26 Apr

10 28 June

25X1A



1 week - Full time.

12 - 16 Feb

25 - 29 Mar

13 - 17 May

20 - 24 May

Intelligence Briefing

18 days - Part time.

4 - 27 Mar

Intelligence Production (for CTs)

9 weeks - Full time.

4 Mar - 3 May

3 June - 2 Aug

Intelligence Research Techniques

4 or 6 wks (2 or 3 days a wk)
Full time.

3 - 14 June

Intelligence Review

2 weeks - Full time.

15 - 26 Apr

Intelligence Techniques 3 weeks - Full time.

29 Jan - 14 Feb 18 Mar - 5 Apr
14 Feb - 1 Mar 6 - 24 May

Introduction to Communism 2 weeks - Full time.

2 - 12 Jan 8 - 19 Apr
4 - 15 Mar 3 - 14 June

Introduction to Intelligence 2 weeks - Full time.

15 - 26 Jan 25 Mar - 5 Apr
12 - 23 Feb 20 - 31 May

Introduction to Map Reading and Imagery Analysis

8 days (over 3 weeks) - Full time.

3 - 19 Jan 15 Apr - 1 May

JCS/DIA 2 days - Full time.

13 - 14 Mar

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Management 1 week - Full time.

12 - 16 Feb 6 - 10 May

Managerial Grid Seminar 6 days - Full time.

28 Jan - 2 Feb 21 - 26 Apr

Midcareer Executive Development Course 6 weeks - Full time.

28 Jan - 8 Mar 28 Apr - 7 June

3 weeks - Full time.

June

13 weeks - Full time.

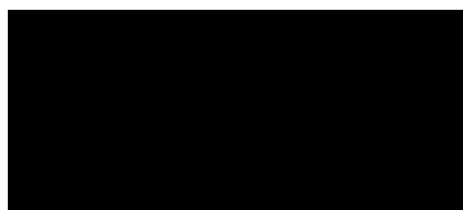
y - 23 Aug

11 weeks - Full time.

8 Jan - 22 Mar 4 Mar - 17 May

* Language Courses - see end of schedule.

25X1A



4 weeks - Full time.

8 Apr - 3 May

3 weeks - Full time.

29 Apr - 17 May

8 - 26 Jan
26 Feb - 15 Mar

Orientation to Intelligence

2 weeks - Full time.

4 - 15 Mar

Politics Workshop

3 1/2 days - Full time.

15 Jan (Briefing)
28 - 31 Jan

21 - 24 Apr

Senior Management Seminar

6 days - Full time.

12 - 17 May

Soviet Bloc Operations

2 weeks - Full time.

22 Jan - 2 Feb
18 - 29 Mar

27 May - 7 June

Supervision

1 week - Full time.

22 - 26 Jan

15 - 19 Apr

Support Services (Includes 1 week Grid)

8 weeks - Full time.

11 Mar - 3 May

3 June - 26 July

Support Services Review: Trends and Highlights

3 1/2 days - Full time.

5 - 8 Mar
30 Apr - 3 May

4 - 7 June

Vietnam Training

VAC 15 - 19 Jan
11 - 15 Mar
22 - 26 Apr
10 - 14 June

VSO 23 - 25 Jan
19 - 21 Mar
30 Apr - 2 May
18 - 20 June

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Writing Workshop (Advanced) Not Scheduled.

Writing Workshop (Basic) 4 weeks (28 hrs) - Part time.

27 May - 7 June (at NPIC)
18 June - 11 July

Writing Workshop (Intermediate) 4 weeks (28 hrs) - Part time.

2 - 19 Jan (at NPIC)
17 June - 10 July

Writing Courses: Correspondence On Request.

Language Courses

Full time

French, German, Italian, Portuguese, and Spanish:

2 January 1968 1 July 1968
4 March 1968 (also 3 September 1968)
6 May 1968

Russian, Polish, Serbo-Croatian, Czech, and Hungarian:

2 January 1968 and
16 September 1968

All other Languages:

15 January 1968 and
16 September 1968

Part time

All Languages:

2 January 1968
6 May 1968

Note: Full-time courses last for six months; part-time courses, most of which meet for two hours in the morning three days a week, are scheduled for a total of either 100 hours or 200 hours.

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Changes in Schedule of Courses:

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